



**PUBLIC WORKS --- AIRPORT**  
**1490 W. MINGUS AVENUE**  
**COTTONWOOD AZ 86326**  
**(928) 634-8033**

**CARD KEY AGREEMENT**

**POLICY:**

An electronic card key to the gate will be issued to owners/pilots of aircraft based at the Cottonwood Airport. Card keys will also be issued to emergency service providers, airport businesses and others with a need to access the airport as determined by the Airport Manager.

**AGREEMENT:**

Card keys are issued under the following conditions:

1. The key shall remain the property of the City of Cottonwood and is nontransferable to others.
2. A deposit of \$25.00 per card key is required. The deposit will be returned to the user if the card key is returned to the Cottonwood Public Works Department.
3. Key holders must notify the city if the card key is lost or stolen. To maintain security, the city will terminate the card's access rights.
4. Key holders will abide by the Cottonwood Municipal Airport Operations and Procedures Manual, latest version.

**REASON FOR REQUEST, SUCH AS BASED AIRCRAFT, ON AIRPORT BUSINESS, ETC:**

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**ACKNOWLEDGEMENT:**

In return for use of a card key to access the airport, I agree to the above stated conditions:

**(PLEASE PRINT)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

**SIGNATURE:** \_\_\_\_\_

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Card Key No. Issued: \_\_\_\_\_

Issued By: \_\_\_\_\_

Date Returned: \_\_\_\_\_